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Security Information

22 September 1953

MEMORANDUM FOR: Classification and Wage Administration Division

SUBJECT: Title Reclassification of Position # BC-112

1. It is requested that subject position be reclassified from Intelligence Officer, GS-11 to Administrative Officer, GS-11. The duties involved in this reclassification are as follows:

a. Incumbent sets up and supervises the maintenance of proper routing, filing, and follow-up procedures so that problems relating to the project will be handled promptly and any action taken will be coordinated with the responsible officials.

b. Incumbent is responsible for knowing the provisions of the Administrative Plan for the project, for keeping abreast of proposed changes therein and for setting up procedures which will insure that its terms are applied and adhered to with regard to fiscal, personnel, security, and procurement problems.

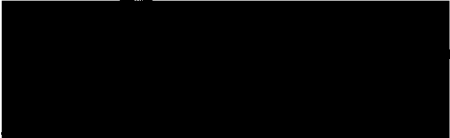
c. Maintains liaison with Agency offices responsible for fiscal, personnel, security and procurement matters.

d. Incumbent also maintains liaison with witting employees of the project and advises them on how to comply with Agency and government regulations regarding finances, personnel, security, and procurement.

e. Coordinates the work of the Security and Contracting Officer and of the Budget Officer. Incumbent is responsible for seeing that their work is performed in accordance with the Administrative Plan. To this extent, she supervises the work of these two officers.

2. As project administrative officer incumbent must have a detailed knowledge of Agency regulations governing proprietary projects and an understanding of good business practices. The very size of the project, a large and expanding one, demands that good judgment be exercised in its administration. A measure of originality in setting up new procedures which will provide a sound control over the project is needed.

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Chief, SR Administrative Staff

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